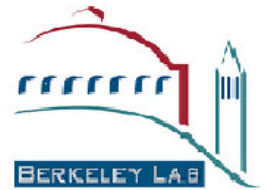


1 Minute



4 Safety

# Supervisor Responsibilities for Employee Training



- Complete the Job Hazard Questionnaire (JHQ) with employee.
- Review training profile with employee to:
  - Ensure questions are answered accurately for identifying correct requirements.
  - Identify additional training not specified in the JHQ (i.e.: Division Requirements).
  - Identify what work can be performed if training has not been completed.
- Update the JHQ:
  - Annually
  - Whenever scope of work changes
- Conduct and document on-the-job training (OJT).

Contact the EH&S Training Program for assistance (x2228 or x7524).